

# COMPENSATION BOARD DOCKET #14/02

## August 21, 2013

EMPLOYEE RECOGNITION  
NONE.

### 307-14-02: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
FAIRFAX	SHERIFF	<p>08/08/13- Officer requests additional Temporary Funding @ \$15,453.58. This is equivalent to position # 00246 @ \$36,211 for July and \$37,308 from August through November 2013. The Special Election will be held on November 5, 2013 however, the acting Officer will remain in office until December 5, 2013.</p> <p>This request for "additional" funding is made in lieu of a request to transfer these funds to Temporary Funds Budget, as I understand that the Compensation Board's interpretation of 24.2-226 and 228 is that position #00246 is not vacant during the period in which I am Sheriff, consequently funds cannot be transferred from this position.</p>	-0-	Approved at no additional cost to the Compensation Board.
Richmond County	SHERIFF	<p>8-15-13- Officer requests to transfer Turnover Funds at \$18,920.00 to base Temporary Funds, pro-rated amount is \$17,271.77</p> <p>Officer states there are no remaining personnel actions available, and would like to use the money to pay their Temporary employees.</p>	-0-	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a base budget transfer.

FIPS	Office Code	Locality Name	Request Date	From Category	To Category	Amount Available	Amount Requested	Pro-Rate Amount
159	307	Richmond County	08/15/13	Turnover Funds	Temporary funds	18,920.00	18,920.00	17,271.77

## 307-14-02: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RAPPAHANNOCK SECURITY CENTER (REG JAIL)	SUPERINTENDENT	7/30/13-The following locality is requesting to transfer the salaries of positions that will remain vacant for the entire fiscal year 2014 to Temporary Funds.	-0-	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.  Amounts approved for transfer include current salary amount available in July plus additional amount available in August, which represents 11 months of the increased salary.

FIPS	Office	Locality Name	Request Date	From Category Position	Class Code	To Category	Amount Available - July	Amount with 3% increase	Additional Available - August
450	307	Rappahannock Sec Center	07/30/13	00089	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00101	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00137	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00182	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00190	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00192	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00194	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00195	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00209	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00212	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00227	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00232	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00242	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00243	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00251	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00253	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00265	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00267	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00270	R C7	Temporary Funds	28234	\$29,081	\$776.42
450	307	Rappahannock Sec Center	07/30/13	00275	R C7	Temporary Funds	28234	\$29,081	\$776.42
<b>450</b>	<b>Total</b>						<b>\$564,680.00</b>	<b>\$581,620</b>	<b>\$15,528.33</b>

717-14-02: DIRECTORS OF FINANCE  
NONE.

772-14-02: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LYNCHBURG CITY	COMMONWEALTH'S ATTORNEY	8-9-14 Officer requests an exception to the \$500, 60-day reimbursement policy.  The substitute prosecutor submitted the request for reimbursement within 60 days of conclusion of the case, but Compensation Board policy also requires that requests be submitted prior to case conclusion once expenses exceed \$500.	\$1,345.33	Approved as a one time exception to policy, based upon the specific conditions stated by the officer.

<b>Prosecutor</b>	<b>Expenses From - To</b>	<b>Defendant</b>	<b>Total</b>
Michael Doucette	3-12-13 to 7-9-13	Rufus E. Tyler, Sr.	\$1,345.33

ROANOKE DRUG PROSECUTOR	COMMONWEALTH'S ATTORNEY	8-15-13 Officer requests to transfer \$2,669 from base Temporary Funds to restore the salary of position 00001 previously reduced in the FY04 budget reduction.  This office does not have any Unfunded positions.	-0-	The Compensation Board approved a transfer of \$2,669 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer Temporary budget in the current as well as subsequent fiscal years.
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FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Amount Approved	Pro-Rate
771	772	Roanoke Drug Prosecutor	08/15/13	Temporary	DPIII	pos. 00001	61,115.00	63,784.00	2,669.00	2,446.58
		<b>Totals</b>						<b>63,784.00</b>	<b>2,669.00</b>	

## 772-14-02: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LOUISA COUNTY	COMMONWEALTH'S ATTORNEY	<p>8-16-2013 Officer requests to transfer \$10,161 from base Temporary Funds to pos. 00002 to fund the salary of a New Hire that is within 15% of the Previous salary.</p> <p>Staff notes this office has 1 unfunded position.</p> <p>Officer acknowledges that due to budget reductions he currently has 1 unfunded authorized position, and states his understanding that taking action to move base temporary and/or office expense funds to salaries of existing personnel may significantly reduce officer's options in dealing with any potential future funding reductions without impacting salaries of permanent staff.</p> <p>Such base transfers may also prevent future full restoration of recently reduced staff positions should a legislative decision be made in the future to restore reduced funding.</p>	-0-	The Compensation Board approved a transfer of \$10,161 from base Temporary Funds to effect the salary action requested by the officer in accordance with the Compensation Board's pay and classification policy. This action will result in a reduction in the officer Temporary budget in the current as well as subsequent fiscal years.

FIPS	Office Code	Locality Name	Request Date	From Category	Class Code	To Category	Current Salary	Amount Requested	Amount Approved	Pro-Rate
109	772	Louisa County	08/16/13	Temporary	ATTIV	pos. 00002	84,744.00	94,905.00	10,161.00	8,659.94
		<b>Totals</b>						<b>94,905.00</b>	<b>10,161.00</b>	

## 771-14-02: COMMISSIONERS OF THE REVENUE

NONE.

## 774-14-02: TREASURERS

NONE.

## 773-14-01: CIRCUIT COURT CLERKS

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
<b><u>OLD BUSINESS:</u></b>				
CHESTERFIELD COUNTY	CIRCUIT COURT CLERK	<p><b>At its July24, 2013 meeting, the Compensation Board deferred action on this request for consideration at the August 21, 2013 meeting.</b></p> <p>7-15-13 Officer request additional temporary funding for 5 additional positions budgeted at \$40,000 for six months in order to address a backlog in her workload created by a loss of 7 full-time locally funded positions.</p> <p>Officer provides documentation of concerns and states that the loss of these positions has compromised her ability to manage the workload of the Criminal Division, Record Room, and Deed Recording in her office and will continue to worsen if she does not receive the requested funds.</p> <p>Staff notes that according to FY14 Staffing Standards, the Clerk's office is currently due 3 additional full-time positions. The Compensation Board funded entry-level salary of a deputy circuit court clerk effective August 1, 2013 is \$24,435.</p>	\$100,000.00	The Compensation Board approved a one-time allocation of \$36,652 in temporary salaries for FY14, based upon the cost to fund 3 deputy clerk 1 positions at the entry salary of \$24,435 for 6 months. With its approval, the Board requests that the Clerk provide regular updates to staff regarding the status of the workload backlog and attempts to resolve these matters with the County and Judges.

### **NEW BUSINESS:**

CHESAPEAKE CITY	CIRCUIT COURT CLERK	<p>8-12-2013 Officer requests to transfer the annual vacant salary of position 00026 to Temporary Funds.</p> <p>The Officer states, she does not intend to fill the vacant position in FY14.</p>	-0-	Approved per the Compensation Board's FY14 Budget Priorities and Policies. This is a one-time transfer, not in the base budget.
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<b>FIPS</b>	<b>Office Code</b>	<b>Locality Name</b>	<b>Request Date</b>	<b>From Category</b>	<b>Class Code</b>	<b>To Category</b>	<b>Current Salary</b>	<b>Amount Requested</b>	<b>Pro-Rated Amount Approved</b>
550	773	Chesapeake City	08/12/13	00026	GOC	Temporary	20,452	18,748.00	18,747.67
		<b>Totals</b>						<b>18,748.00</b>	<b>18,747.67</b>

## OTHER MATTERS

### NEW BUSINESS:

#### REGULAR DOCKET

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #14/01.	N/A	Approved.
2.	COMPENSATION BOARD MEETINGS	COMPENSATION BOARD	Confirmation of upcoming Board meetings: Wednesday September 25, 2013 at 11:00 a.m. and Wednesday October 23, 2013 at 11:00 a.m.	N/A	Noted.
3.	TECHNOLOGY TRUST FUND COLLECTIONS	COMPENSATION BOARD	<p>Collections:</p> <p>FY13 final collections totaled \$8,683,909.36, which is a 13.59% increase compared to FY12.</p> <p>FY14 collections for the month of July totaled \$784,527.59, which is a 15.16% increase over July of 2012.</p> <p>Expenditures:</p> <p>The FY14 budget request process continues through August 31<sup>st</sup>. Requests for funding will be considered at the September 25, 2013 board meeting.</p>	N/A	Noted.
4.	FINES & FEES FORMS	COMPENSATION BOARD	Staff presents for consent final Guidelines and Form for Contracts prepared by the Supreme Court in conjunction with Compensation Board staff, the Office of the Attorney General, and the Department of Taxation. These final documents were provided to Commonwealth's Attorneys for their use in creating updated contracts for collection efforts on July 9, 2013.	N/A	Approved.

## OTHER MATTERS

### NEW BUSINESS:

#### REGULAR DOCKET

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
5. CONVERSION OF PART-TIME COMMONWEALTH'S ATTORNEYS TO FULL-TIME	COMPENSATION BOARD	Staff provides information to the Compensation Board regarding the conversion of Commonwealth's Attorneys' Offices from Part-time to Full-time Status. Of 4 part-time Commonwealth's Attorneys' offices eligible to elect conversion to full-time status, no office made such an election. Consequently, no budget amendment seeking funding for office conversions will be necessary.	N/A	Noted.
6. FY14 BUDGET DEVELOPMENT PROCESS	COMPENSATION BOARD	Staff provides update of budget development process and budget amendment costs for submission to DPB.	N/A	Approved.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #14/02  
August 21, 2013**

**NO CLOSED MEETING**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.2-3711.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific officers, appointees or employees.
- ☐ Under the provisions of Section 2.2-3711.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** for consultation with legal counsel and/or briefing by staff members pertaining to actual or “probable litigation” concerning

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion.

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business exempt from the Act was discussed.**  
(\_\_\_\_\_ seconded the motion.)

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**AND**

**MOTION BY CHAIRMAN FRANK DREW: I move to certify that only public business matters identified in the motion to convene the closed meeting were discussed. (\_\_\_\_\_ seconded the motion.)**

Frank Drew, Chairman	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Craig Burns, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Martha Mavredes, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**



# H A N D C A R R Y

## COMPENSATION BOARD DOCKET #14/02

### August 21, 2013

#### 307-14-02: SHERIFFS & REGIONAL JAILS

##### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
WESTERN TIDEWATER REGIONAL JAIL, PIEDMONT REGIONAL JAIL	SUPERINTENDENTS	<p>Officers submit requests and certifications pursuant to language in Chapter 806, Item 69, paragraph H.7., for a partial exemption from the per diem overhead recovery for a defined number of federal prisoners per day based upon the proportion of funding paid by the federal government and localities and/or regional jail authorities for the construction of bed space to house federal prisoners to the total funding paid by all sources, including the Commonwealth, for all construction costs for the jail in its entirety, where the bed space constructed with federal funds has never been staffed by the Compensation Board. The Superintendents of Western Tidewater Regional Jail and Piedmont Regional Jail have submitted documentation of construction funding amounts paid by all sources for all beds, and staff has determined that the following bed counts are eligible for exemption:</p> <p>Western Tidewater Regional Jail: 76 beds Piedmont Regional Jail: additional information needed</p> <p>Pursuant to the addition of language and funding in Chapter 806 based upon an exemption effective date of July 1, 2013, staff recommends the Board approve the partial exemption for the Western Tidewater Regional Jail for FY14 to include adjustment of the 1<sup>st</sup> quarter FY14 payments, processed in late July, 2013.</p>	-0-	The Compensation Board approved the partial exemption as noted by staff for the Western Tidewater Regional Jail, based upon the information certified by the Superintendent and Governing Body of the Regional Jail, along with the provided documentation, pursuant to Paragraph H.7., Item 69, Chapter 806, 2013 Acts of Assembly. The Compensation Board deferred action on the request by the Piedmont Regional Jail pending the receipt of additional information and further review and analysis by staff.

#### 772-14-02: COMMONWEALTH'S ATTORNEYS

NONE.

## 771-14-02: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
LEE COUNTY	COMMISSIONER OF THE REVENUE	<p>8-19-13 Officer requests to promote position 1, currently in the career development program, from MDIV at \$35,650 to position 3, MCDI at \$37,609 using \$1,477 of turnover created from position 1, and \$304 additional career development cost effective July 1, 2013. Locality concurrence has been obtained.</p> <p>Staff notes that the overall career development cost for this office is reduced by \$2,895 due to separation of the current incumbent in the MCDI position, which allows for the promotion.</p>	\$304.00	Approved as an exception to policy, based upon the specific conditions stated by the officer.

## 774-14-02: TREASURERS NONE.

## 773-14-02: CIRCUIT COURT CLERKS NONE.

## OTHER MATTERS NONE.

## FOR YOUR INFORMATION NONE.

Public Body: Compensation Board  
Date: August 21, 2013  
Time: 11:00 a.m.  
Location: Compensation Board Conference Room  
Oliver Hill Building, 102 Governor Street  
Richmond, VA 23219  
Members: Frank Drew, Chairman (present)  
Craig Burns, ex-officio member (present)  
Martha Mavredes, ex-officio member (present)

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